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14 January 1954

MEMORANDUM FOR: Mr. [REDACTED]  
Member, Incentive Awards Committee

25X1A

SUBJECT: Meeting of CIA Incentive Awards Committee

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1. In accordance with the provisions of Regulation [REDACTED] members of the CIA Incentive Awards Committee will convene for a meeting on Thursday, 21 January 1954 at 10:00 A.M., Room 223, Curie Hall. Your attendance is desired to provide for a quorum.

2. For initial Committee consideration, there are 15 employee suggestion briefings attached. These employee suggestions, together with the evaluations prepared for each, are summarized in Tabs 1 through 15 accompanying this memorandum and are supplied to you for your advance information.

3. Additional information concerning the suggestions, as well as the evaluations prepared by the offices concerned with the subject of the suggestions, will be available at the meeting.

FOR THE CHAIRMAN, INCENTIVE AWARDS COMMITTEE

[REDACTED]

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Executive Secretary

Attachments:  
Tabs 1 through 15

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A G E N D A

<u>SUGGESTION NO.</u>	<u>TAB NO.</u>
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Employee Suggestion No. 483

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggestion proposes that, in connection with the Records Management Program, offices of Records be designated for specific subject matter (Security, Personnel, etc.) and that individual offices be permitted to keep temporary files on these subjects for daily use.

C. Evaluation of Concerned Offices:

The Chief, General Services, advises that such a proposed program is a primary objective of the Records Management Program and that a great deal of work has already been done along this line.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 486

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that multilith mat printing machines be moved from Reproduction in [REDACTED] to provide consolidation of services. Production would be speeded up and the time lag would be eliminated.

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C. Evaluation of Concerned Offices:

The Chief, General Services, has advised against adoption after making a study of the problem and having concluded that the results would not justify the expense of moving. Further, such a move would necessitate the hiring of two or three additional operators, as this section is now supplemented by the operators in the Multilith Section when workloads are heavy. At times when the [REDACTED] Section is out of work these men are shifted to other presses in the plant and are fully utilized at all times. This could not be done were the suggestion adopted to move the equipment. The Printing and Reproduction Division has just recently completed a survey of the time factors involved in the pick up and delivery of the mats for the "Batch Systems." The study revealed that the mats were picked up and printed material delivered back to [REDACTED] within a 24-hour period.

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D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

*Rejection - suggested  
by the Committee  
no award*

Employee Suggestion No. 488

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that, in order to prevent duplication in notice distribution (particularly Operations Division of Communications), one person within each branch be responsible for notice distribution; that each branch member initial the first copy routed to his office; and that proposed branch distribution officer verify on the routing sheet of the second copy that all personnel have read the notice. It is believed that the suggestion will improve procedure and eliminate unnecessary duplication.

C. Evaluation of Concerned Offices:

The Office of Communications advises that the suggestion was probably written when the Operations Division was in the throes of reorganization and the paper flow was admittedly confused. The situation has already been remedied. Further, it is obvious that a single person within each branch cannot certify that all persons have read a specific notice. Personnel shortages preclude a more time-consuming individual distribution and receipting method.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 491

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that the grade and weight of paper on which Form 32-25 is printed also be used for Form 32-24 in order to provide for more legible preparation of the form.

C. Evaluations from Concerned Office:

The Comptroller has advised that the paper used on Form 32-24 was ordered in error, and that in all subsequent re-runs, paper similar to that used for Form 32-25 has been used.

D. Note:

Since the suggestion has already been effected rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 493

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that Red Cross-trained Nurses' Aides be assigned each branch or unit to act as First Aid Officers.

C. Evaluation of Concerned Office:

The Deputy Chief, Medical Staff, has advised that no material gain could be expected by adoption of the suggestion. The Program Coordination Division of the Medical Office is planning to train all building emergency officers in first aid, and by so doing the undesirability of utilizing uncleared personnel as instructors will be eliminated.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 501

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that paper cups with handles be used in "M" Building Cafeteria in place of the handle-less cups presently used so that spilling accidents can be avoided.

C. Evaluation of Concerned Office:

The Chief, General Services, has advised that such cups were tried by Gov't Services Inc., but proved unsatisfactory as they are even more easily upset. Consequently, the cups presently in use have been standardized in all snack bars for economy and safe practice.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest and the constructive thinking and initiative shown by the suggester is recommended.



Employee Suggestion No. 503

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that in the interest of economy, and in that only Headquarters cables carry five digit identification numbers, the symbol "DIR" be eliminated as a prefix to these numbers. Such elimination would effect a savings of two five letter groups in each cable in both incoming and outgoing traffic.

C. Evaluation of Concerned Office:

25X1A The Cable Secretary has advised that this proposal was considered before revision of CIA Reg. No. [REDACTED] was undertaken by the Cable Secretariat. It was decided, however, that such an elimination would very likely result in confusing the DIR number with the "In" and "Out" numbers (also five digits) and with elements of the preamble, which are frequently a series of numbers. After careful study it was determined that the savings resulting was not worth the confusion that might result.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 505

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that more extensive testing facilities be made available to Agency employees who desire to be so tested. The program would be designed to aid in the proper placement of employees and to indicate along what lines their careers should be developed.

C. Evaluation of Concerned Office:

The Plans, Research and Development Staff, Personnel Office, has advised that the suggestion is partly in effect already and that any increase in the present testing program would not be economically feasible as the resulting benefits to the Agency are very doubtful. T-23

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

*Rejection*

Employee Suggestion No. 507

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that deductions from paychecks be made for hospitalization insurance in order to effect a time savings of employees who are now required to take time out from their duties.

C. Evaluation of Concerned Office:

The Plans, Research, and Development Staff, Personnel Office, advises that such a policy has been considered twice by the Federal Personnel Council, but because the government would act as a collector for private enterprise and because expensive complications might be introduced into present fiscal procedures the program was rejected. Also, legislation would be necessary to make such a plan legal.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

*Refer to  
2000*

Employee Suggestion No. 510

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that examiners in the RI typing division be made a grade higher than the typists in order to avoid any misunderstanding regarding the responsibilities and authority of the examiners.

C. Evaluation of Concerned Offices:

The Chief, RI, advises that the facts as presented are not accurate, nor does the suggestion seem to have any applicability. The supervisory structure in RI follows a sound organizational pattern, and supervisory personnel are now in higher grade than are subordinates.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 517

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that all personnel complete and submit at least twice a year a form similar to the one herewith attached in order that the Agency is better able to determine employee morale, job satisfaction, etc.

C. Evaluation of Concerned Office:

The Plans, Research, and Development Staff, Personnel Office, feels that employees presently have sufficient ways in which they may express opinions (EOD interview, follow-up interview, Personnel Evaluation Reports, etc.). Also, many of the items included in the proposed questionnaire are presently covered in a special questionnaire completed by employees leaving the Agency to enter private industry. Finally, use of the questionnaire device can degenerate into a series of personal and petty complaints, and is therefore not considered good management practice. The suggestion is disapproved for adoption.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

*Handwritten notes:*  
To [unclear]  
[unclear]  
[unclear]  
[unclear]  
[unclear]  
[unclear]

Employee Suggestion No. 518

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that researchers maintain a journal (sample on suggestion sheet) of all sources exploited when working on a project in order to eliminate duplication of research by new individuals and instruct new employees in the sources which could be exploited.

C. Evaluation of Concerned Office:

The Assistant Director for Research and Reports feels that the suggestion does not represent a new or improved research technique as a record of sources exploited should be maintained by any competent researcher. Senior analysts would have appeared to be remiss in their duties to the extent that such records have not been kept.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

Employee Suggestion No. 519

A. Information About the Suggester:

B. Summary of the Suggestion:

The suggester proposes that every page of a CIA report contain the identifying number of that report somewhere on the page in order to prevent security violations.

C. Evaluation of Concerned Offices:

The Assistant Director for Research and Reports has recommended rejection as no advantage can be seen even in the relatively small amount of trouble in adding an identifying number to each page of a report. It is also felt that such a practice would increase the value of torn pages of a report and would therefore tend to encourage a practice which is presently being discouraged.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

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Employee Suggestion No. 521

A. Information About the Suggester:

██████████ GS-7, Intelligence Officer, Construction Branch,  
Services Division, Office of Research and Reports

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B. Summary of the Suggestion:

The suggester proposes the publication of standard monetary, weight and length units in China, USSR and satellite countries which would be of inestimable value to the analysts.

C. Evaluation of Concerned Office:

The Assistant Director for Research and Reports has advised the Committee that no single compilation would serve every need. The question is whether this Agency can put together a manual, better than existing manuals, to justify the time, which means expense, involved. This question cannot be positively answered without a suggested table of contents, not furnished by the suggester, for comparison with existing manuals, but it is highly unlikely that such an expense could be justified. The Industrial Research Services Conversion Factors and Tables, plus any standard currency table, should provide basic tools adequate in this field for any branch. It will always be necessary, however, (and this would be equally true if we published a new manual) for the individual to keep himself posted on - or get recent changes in such things as the various sorts of currency-exchange rates from the Library or other sources.

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.



Employee Suggestion No. 525

A. Information About the Suggester:

██████████ GS-11, Fiscal Accountant, Finance Division

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B. Summary of the Suggestion:

The suggester proposes that the branches should make a habit of using both sides of the adding machine tape. He believes this would reduce the amount spent on tape considerably.

C. Evaluation of Concerned Office:

The Acting Comptroller has advised us that using both sides of adding machine tape would result in a considerable saving to the government, however, experience has revealed that a good portion of adding machine runs in the Office of Comptroller are required for attachment to the material being checked, for verification and audit purposes. The utilization of the remaining sections of the tape would, it is felt, be impractical and result in more handling cost in time than would be realized in savings in supplies. *Security*

D. Note:

Rejection for award of this suggestion appears to be indicated in view of the above appraisal. A letter of appreciation expressing the Committee's interest in the constructive thinking and initiative shown by the suggester is recommended.

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